



# 2010 JUNIOR ZOOKEEPER PROGRAM INFORMATION

## **ABOUT THE PROGRAM**

The Junior Zookeeper (JZK) program is designed for students ages 14-17 who have a desire to learn about how zoos care for and maintain their animal collections. Students will learn and develop the skills needed to pursue a career in animal care by assisting qualified staff in the daily husbandry needs of the animals. As a structured volunteer program, JZK participants will be trained on certain tasks that they will assist with during the duration of the summer. Students will be assigned a summer schedule outlining their work hours and will be able to participate in many of the tasks that provide a service to zoo patrons.

The JZK program is funded by participation dues, donations and the generous sponsorship of area businesses.

### **JZK Mission Statement:**

The Mission of the Junior Zookeeper Program is to provide the opportunity for area youth to gain firsthand experience and knowledge in the field of exotic animal care while working to further the mission of the Columbian Park Zoo.

## **WHAT DOES A JZK DO?**

The JZK program offers participation at several tiers of qualification. Teens enter the program at Tier 1 and are trained to perform a set of tasks related to animal husbandry and patron education. Those teens that choose to return to the program the following year and have achieved proficiency with Tier 1 tasks, are promoted to Tier 2. At this level they are trained on new tasks and acquire additional zookeeping skills. If they choose to return again the following year they may be promoted to Tier 3 and so forth. Through this tier system teens are able to participate in the JZK program year after year and still gain new experiences.

JZKs perform only non-dangerous zoo tasks and are supervised by a team of qualified, professional zookeepers.

Some of the tasks that Junior Zookeepers may perform include:

1. Assist with diet preparation and feeding of the animal collection
2. Assist with enclosure cleaning and exhibit maintenance
3. Assist with light landscaping and facility maintenance
4. Assist with grooming or exercising education program animals
5. Monitor interactive exhibits such as the Family Farm, Butterfly Garden Party and Wallaby Walkabout
6. Assist in the classroom with the education programs, such as summer camps
7. Learn animal handling skills and present small animals to various audiences
8. Present bio-facts (such as skulls or pelts) and animal information as exhibit-side interpreters
9. Interact with the public by answering questions about the animals and their positions as Junior Zookeepers
10. Inform our patrons about the mission of Columbian Park Zoo and the role of zoos in today's society

## **ELIGIBILITY**

In order to participate in the 2010 JZK program, an individual must be between 14 and 17 years of age on June 1, 2010. Students who turn 18 during the course of the summer are permitted to apply. Students who are already 18 years of age or greater on June 1, 2010 are not eligible to participate in the JZK program, but may apply to our adult volunteer program.

### ***What qualities do we look for in a Junior Zookeeper?***

The Junior Zookeeper Candidate will be:

- Trustworthy, reliable and responsible
- Able to present a neat and well-groomed appearance
- Able to accept supervision of adults and ask for assistance when needed
- Courteous to his/her peers, the public, volunteers and staff
- Willing to learn new skills and get his/her hands dirty
- Comfortable working with patrons of all ages and backgrounds
- Able to demonstrate a positive attitude at all times
- Supportive of the Columbian Park Zoo's mission

### ***What kind of effort is required?***

Junior Zookeepers are required to perform many kinds of physical tasks which may include standing for prolonged periods of time, safe lifting, reaching, bending, climbing, kneeling, shoveling/raking, pushing/pulling objects, and handling/grasping objects.

Much of the work JZKs do takes place outside and in various weather conditions. In addition, many zoo buildings are not air-conditioned and can be uncomfortable and smelly during hot summer months. A Junior Zookeeper must be willing and able to work in these types of environments.

The Columbian Park Zoo will make reasonable accommodations to allow the participation of individuals with physical limitations.

### ***Other eligibility requirements***

Junior Zookeeper candidates must:

- Be available to attend both of the interview components, if invited\*
- Be able to attend a mandatory Parent Meeting with at least one parent/guardian\*
- Be able to attend all four scheduled training sessions\*
- Be able to donate a minimum of 80 hours from June 1<sup>st</sup> through August 15<sup>th</sup>, 2010
- Have reliable transportation to and from the Zoo
- Be willing to adhere to all JZK policies and procedures
- Obtain a parent/legal guardian's written permission to apply for and participate in the JZK program.

*\*Please refer to the Important Dates section for more details*

### ***What is required of a JZK parent?***

We believe participation in a program such as this can be an important step towards teen independence. For this reason, parent requirements are kept to a minimum. JZK parents are expected to:

- Ensure their child meets all of the eligibility criteria above and adheres to all JZK guidelines outlined in the *Columbian Park Zoo Junior Zookeeper Policies and Contract Form*, which will be signed at the Parent Meeting
- Sign all participation agreements and permission slips
- Ensure their child has safe, reliable transportation to and from the zoo
- Be available for counseling and feedback as the need arises

## **TIME COMMITMENT**

Junior Zookeepers are expected to donate a minimum of 80 hours of time from June 1<sup>st</sup> through August 15<sup>th</sup>, 2010. This can be achieved through a combination of regular work shifts and special event shifts made available to JZKs. We understand that teens have busy schedules and can offer flexible scheduling to accommodate summer school, sports, band, jobs, family vacations, etc. However, before applying to the JZK program teens should consider all of the activities and obligations they will have this summer and decide where the JZK program will fit. Because the JZK program is a unique opportunity with a limited number of spaces each year, only serious, committed individuals should apply.

In addition to summer work shifts, JZKs must attend a series of four weekend training sessions, which take place in April and May. These training sessions are crucial to the success and safety of teen participating in the program and are therefore mandatory. During training sessions, teens learn the history of Columbian Park Zoo, important zoo hygiene strategies, handling skills with some of our Animal Ambassadors (education program animals), and much more.

JZKs accepted into the program are also expected to attend a kick-off informational meeting in April with at least one parent or guardian. At this time summer work schedule shift requests are made, work procedures are reviewed, permission slips are signed and dues are collected.

Summer work schedules will be determined by the JZK Coordinator and communicated to JZKs by mid-May. Work sessions begin the week of June 1<sup>st</sup> and end on August 15<sup>th</sup>, 2010. Each work shift is 4 hours long, and the following daily work shifts are available, 7 days a week: 8:00am-12:00pm, 12:00-4:00pm, and 3:00-7:00pm. Each student is expected to volunteer two work shifts per week. Shifts will be assigned to each JZK based on a combination of their availability and the needs of the zookeeping staff. Additional shifts will be made available throughout the summer to coincide with special events taking place at the zoo. Throughout the fall semester, JZKs are also permitted to work on selected JZK Weekends.

Occasional schedule changes can be accommodated as summer school ends or football practice begins, etc. However, we aim to keep schedules as consistent as possible. Missed shifts due to excused absences can be made up by scheduling additional shifts through the JZK Coordinator.

## **PROGRAM DUES**

The JZK program is funded by participation dues, donations and the generous sponsorship of area businesses. For the 2010 program year the dues are as follows:

New Junior Zookeepers - \$90

Returning Junior Zookeepers - \$75

These dues will be applied toward the cost of class materials, a t-shirt, the overnight field trip and other JZK activities and expenses. ***DO NOT SUBMIT DUES WITH YOUR APPLICATION MATERIALS.*** Dues must be paid at the Parent Meeting on April 10<sup>th</sup>, 2010. Checks should be made payable to Friends of Columbian Park Zoo (FOCPZ). **Please note, dues are non-refundable for any reason.**

We strive to keep the cost to participating families as low as possible. The JZK program is a unique opportunity that we feel no child should miss out on simply because of their family's inability to pay. Limited scholarship assistance is available to families with a genuine need. Likewise, those families with the ability to donate beyond their basic dues are encouraged to make a small contribution to the JZK Scholarship Fund.

## **OVERNIGHT TRIP**

At the end of every summer, Junior Zookeepers are provided with the opportunity to visit a larger metropolitan zoo in the Midwest. Past trips have included visits to Cincinnati, Chicago, and Louisville. When available, JZKs are provided with a behind-the-scenes tour to look at the daily operation and how they care for a large variety of animals. After an overnight stay in a local hotel, JZKs will be able to spend the day at an amusement park as reward for all of their hard work.

**This year's trip will take place on August 7-8<sup>th</sup>, 2010.** Please check your calendars now to determine your availability for this experience. This trip is not required, but all eligible\* 2010 Junior Zookeepers are welcome to attend. The JZK program covers the costs of zoo and amusement park admission, lodging, transportation and some meals. Please note that participating JZKs are expected to pay for any uncovered meals and personal purchases associated with the overnight trip.

*\*Eligibility is dependent upon JZK making appropriate progress towards their 80 hour time commitment goal and adherence to all JZK guidelines and policies.*

## **SELECTION PROCESS**

Acceptance into the JZK program is competitive. JZK applications will be reviewed only if all materials are submitted by the application deadline. Not all applicants are guaranteed an interview. Those candidates selected for an interview will be contacted by phone no later than March 3, 2010. A candidate invited to interview must participate in both the group interview on March 6, 2010 and an individual interview the following week in order to remain in consideration for the program. Individual interviews will be scheduled at the group interview session.

Acceptance into the program is based upon multiple factors including eligibility status, timely submission of all application materials, and participation in all mandatory interview components. Performance during the interview process, information included in recommendation forms and the application essay are also used to evaluate an applicant's suitability for participation.

**Applicants will be notified of their acceptance status by letter by April 1, 2010.**



## 2010 JZK IMPORTANT DATES

If selected to participate as a 2010 Junior Zookeeper, the following dates should be added to your calendar. **These dates reflect mandatory training sessions and events that all JZKs must attend.** The only optional attendance events are the JZK Fun Day and the overnight trip in August.

March 1 <sup>st</sup>	5:00pm	Application Deadline	
March 6 <sup>th</sup>	2:00-5:00pm	Group Interview	Rush Pavilion
March 9-11 <sup>th</sup>	2:45-5:45pm	Individual Interviews	Education Classroom
April 10 <sup>th</sup>	1:00 - 2:30pm	Parent Meeting	Rush Pavilion
April 24 <sup>th</sup>	9:00am – 1:00pm	Training Session One	Boathouse Basement
May 1 <sup>st</sup>	9:00am – 1:00pm	Training Session Two	Boathouse Basement
May 15 <sup>th</sup>	9:00am – 1:00pm	Training Session Three	Boathouse Basement
May 22 <sup>nd</sup>	9:00am – 1:00pm	Training Session Four	Boathouse Basement
May 29 <sup>th</sup>	TBD	JZK Fun Day	
June 1 <sup>st</sup>		Work Shifts Begin	
August 7-8 <sup>th</sup>		Overnight Trip to a Nearby Zoo and Amusement Park	
August 15 <sup>th</sup>		Last Day for Regular Work Shift	



## 2010 Junior Zookeeper Application

### General Information

\_\_\_\_\_  
First Name                      M.I.                      Last Name                      Nickname (if any)

\_\_\_\_\_  
Address                      City                      State                      Zip Code

(\_\_\_\_\_) \_\_\_\_\_  
Home Phone Number                      Birth Date                      Age on June 1, 2010                      Email

Have you participated in the JZK program in the past?                      Yes                      No

How did you hear about this program opportunity? \_\_\_\_\_

### School

\_\_\_\_\_  
School Currently Attending                      Grade for the 2010-2011 School Year

### Parent/Guardian Information

\_\_\_\_\_  
First Name                      Last Name                      (\_\_\_\_\_) \_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Address                      City                      State                      Zip Code

(\_\_\_\_\_) \_\_\_\_\_  
Work Phone Number                      Cell Phone Number                      Email

### Parent/Guardian Permission

I, \_\_\_\_\_, have read over the enclosed information pages and give permission  
(Parent/Guardian name)  
for \_\_\_\_\_ to apply for the Junior Zookeeper program at the Columbian Park Zoo.  
(JZK Applicant)

### APPLICATION DEADLINE

**The deadline to submit your application materials is 5pm on March 1st, 2010.** The application form, essay, and two recommendation forms are due at this time. You may submit your application paperwork in person at the Columbian Park Zoo office, or by mail at the following address: Columbian Park Zoo, Junior Zookeeper Program 1915 Scott Street, Lafayette, IN 47904.

## **Acknowledgements** (to be completed by JZK applicant and parent)

Please review the JZK Program Information packet and acknowledge the following by initialing on the appropriate line. The JZK applicant is required to acknowledge each item below. A parent or guardian must initial to acknowledge their child's agreement below.

Child    Parent

- \_\_\_\_\_ I/We have read and understand the enclosed information about the JZK program.
- \_\_\_\_\_ I am able to meet the time requirement of 80 volunteer hours this summer.
- \_\_\_\_\_ I am able to attend both the group interview and an individual interview.
- \_\_\_\_\_ I am able to attend the Parent Meeting with at least one parent/guardian on April 10, 2010.
- \_\_\_\_\_ I am able to attend all mandatory training sessions. *If not, please indicate scheduling conflicts below\*.*
- \_\_\_\_\_ I have reliable transportation to and from the Zoo.
- \_\_\_\_\_ I understand that if selected for this program I will be asked to submit participation dues.
- \_\_\_\_\_ I feel I am able to perform the tasks associated with the JZK program and work in the environment described. *If not, please indicate any required accommodations or special needs below\*\*.*
- \_\_\_\_\_ I understand that Junior Zookeeping is hard work and that I will have to work outside in hot, sweaty and smelly environments. I am ok with this.
- \_\_\_\_\_ I am willing to make the JZK program a priority in my life through attendance, effort and adherence to all JZK policies and communication deadlines.

### **\*Training Schedule Conflicts**

Please indicate the date of session in conflict and reason \_\_\_\_\_

### **\*\*Special Needs**

Please indicate any physical limitations and/or special needs \_\_\_\_\_

## **Essay**

Tell us why you wish to participate in the 2010 Junior Zookeeper Program. Please include how your participation will benefit you, any applicable career goals, why you would make a great JZK, and any past animal experiences you would like to share. *Minimum 150, Maximum 500 words. Attach a separate sheet.*

## **What's the next step?**

If you are selected for an interview you will be notified by phone no later than March 3rd, 2010. Reminder: All applicants selected for an interview must attend a mandatory group interview on Saturday, March 6th from 2:00-5:00pm and be available for a mandatory individual interview that will take place during after-school hours between Tuesday, March 9<sup>th</sup> and Thursday, March 11<sup>th</sup>, 2010.

### **Office use only:**

Date Completed: \_\_\_\_\_  
\_\_\_\_\_ *app*                  \_\_\_\_\_ *essay*  
\_\_\_\_\_ *rec1*                \_\_\_\_\_ *rec2*

Selected for Interview: y    n  
\_\_\_\_\_ *notified*                  \_\_\_\_\_ *att GI*  
\_\_\_\_\_ *schd II*                   \_\_\_\_\_ *att II*

Accepted: y    n  
\_\_\_\_\_ *date notified*  
\_\_\_\_\_ *ph*    *ltr*    *oth*





Is he/she a leader?	1 2 3 4 5	N/A
Does he/she show a willingness to follow directions?	1 2 3 4 5	N/A
Is he/she able to accept criticism?	1 2 3 4 5	N/A
Does he/she accept rules?	1 2 3 4 5	N/A
Is he/she punctual?	1 2 3 4 5	N/A
Is he/she reliable?	1 2 3 4 5	N/A
Is the applicant assertive?	1 2 3 4 5	N/A
Does he/she work well with children?	1 2 3 4 5	N/A
Does he/she work well with adults?	1 2 3 4 5	N/A
Does he/she work well with peers?	1 2 3 4 5	N/A
Does he/she have a professional demeanor?	1 2 3 4 5	N/A

**I    DO / DO NOT    recommend this applicant for participation in Columbian Park Zoo's  
Junior Zookeeper program.**

(please circle one)

**Additional Comments:**

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Signature \_\_\_\_\_

Date \_\_\_\_\_

**Release of information:**

The material on this evaluation sheet will help determine the JZK candidates for the 2010 season. Please select an option for the disclosure of this information.

\_\_\_\_ I give permission to provide the JZK candidate with full disclosure to the above information.

\_\_\_\_ Material in this evaluation may be disclosed to the candidate, with the exception of my personal information.

\_\_\_\_ I choose to not allow the disclosure of this evaluation to the JZK applicant.

Please feel free to contact the JZK Coordinator at 765-807-1543 with any questions or concerns. Thank you for your help!



## JUNIOR ZOOKEEPER RECOMMENDATION FORM

Applicant's Name \_\_\_\_\_

Date \_\_\_\_\_

Dear Educator,

The student above has applied to participate in the Junior Zookeeper program at Columbian Park Zoo and has selected you to provide a reference. As part of the application process, this recommendation must be returned to the Junior Zookeeper Coordinator no later than **March 1<sup>st</sup>, 2010**. Please take a few moments to complete this form, providing answers with the above student in mind. Return completed form to: Junior Zookeeper Coordinator, Columbian Park Zoo, 1915 Scott Street, Lafayette, IN 47904.

Thank you for your assistance,  
Courtney Kennedy, JZK Coordinator

### Educator's Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

What is your role as an educator for the applicant? \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

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**Please rate the applicant's attitude and personal attributes on a scale of 1 to 5.**

**1 = Not at all    2 = Once in a while    3 = Most of the time    4 = Almost always    5 = Always**

Does he/she have enthusiasm for new projects?	1 2 3 4 5	N/A
Is he/she able to take the initiative on projects?	1 2 3 4 5	N/A
Does he/she have desire to grow and learn?	1 2 3 4 5	N/A
Is he/she self-motivated?	1 2 3 4 5	N/A
Does he/she work well independently?	1 2 3 4 5	N/A

Is he/she a leader?	1 2 3 4 5	N/A
Does he/she show a willingness to follow directions?	1 2 3 4 5	N/A
Is he/she able to accept criticism?	1 2 3 4 5	N/A
Does he/she accept rules?	1 2 3 4 5	N/A
Is he/she punctual?	1 2 3 4 5	N/A
Is he/she reliable?	1 2 3 4 5	N/A
Is the applicant assertive?	1 2 3 4 5	N/A
Does he/she work well with children?	1 2 3 4 5	N/A
Does he/she work well with adults?	1 2 3 4 5	N/A
Does he/she work well with peers?	1 2 3 4 5	N/A
Does he/she have a professional demeanor?	1 2 3 4 5	N/A

**I    DO / DO NOT    recommend this applicant for participation in Columbian Park Zoo's  
Junior Zookeeper program.**

(please circle one)

**Additional Comments:**

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Signature \_\_\_\_\_

Date \_\_\_\_\_

**Release of information:**

The material on this evaluation sheet will help determine the JZK candidates for the 2010 season. Please select an option for the disclosure of this information.

\_\_\_\_ I give permission to provide the JZK candidate with full disclosure to the above information.

\_\_\_\_ Material in this evaluation may be disclosed to the candidate, with the exception of my personal information.

\_\_\_\_ I choose to not allow the disclosure of this evaluation to the JZK applicant.

Please feel free to contact the JZK Coordinator at 765-807-1543 with any questions or concerns. Thank you for your help!